

EPA EMPLOYEE ALLOTMENT INSTRUCTIONS

Routing #: 051036706

Fitness Center Account #:310006

Account Type: Checking

Set up or cancel payroll deduction allotment for Fitness Center membership

- Go to Employee Express
- Log In: input your user ID and Password
- On main menu – click on “allotment”
- Choose “Start” from the following 3 options: “Start” “Change” or “Stop”
- Type in the above routing and accounting number
- Enter the Bi-Weekly amount and NOT the Annual amount

Follow prompts to complete transaction and **bring a printed copy of the receipt to the fitness center for authorization (CTRL “P” to print).**

Payroll Deduction Membership Fees

GS Level	Annual Fees	Bi-Weekly Fees
GS 6 and Below	\$ 52.00	\$ 2.00
GS 7 to 10	\$ 156.00	\$ 6.00
GS 11 to 12	\$ 260.00	\$ 10.00
GS 13 to 15	\$ 338.00	\$ 13.00
SES's	\$ 468.00	\$ 18.00